



Town of Pagosa Springs Job Description

Job Title:	Associate Planner	Type of Position:	Full-Time Regular	Pay Grade:	13
Department:	Planning	Location:	Town Hall		
Reports to:	Planning Director	Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		

GENERAL PURPOSE

Performs a variety of **working level professional and technical duties** as needed to implement department work plans and programs related to long range and/or current planning. Assists in the monitoring of community compliance with established planning, zoning and development ordinances. Enforces town regulations and codes.

Essential Functions include:

- Performs a variety of general and specialized professional planning functions which include predominately current planning; managing activities relating to assigned projects; providing information and assisting developers, the business community and the public on land use, planning and development related matters.
- Assists in the development and preparation of Planning Commission, Historic Preservation Board, and Town Council Staff Reports; analyzes general plan, policies, ordinance compliance, negotiated development exactions, performance standards and recommends approval or denial of requests; prepares written reports in response to public requests for zoning applications and various ordinance changes; supervises the implementation of land development ordinances; maintains records, logs, and pertinent reports.
- Conducts feasibility studies; prepares a variety of reports related to project progress; reviews and updates ordinances affecting planning, zoning, signage, traffic, development and related departmental areas; assist in coordination of projects with other departments or governmental agencies; attends meetings and makes public presentations as required.
- Prepares proposals and facilitates Town long term planning needs such as necessary Intergovernmental Agreements and Comprehensive Plan updates.
- Assists to coordinate the citizen participation process; meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; follows up with public to apprise of town policy and decisions; coordinates the preparation of meeting agenda as required; publishes notice of meeting via local newspaper and posts notices as required.
- Reviews development applications and proposals and provides zoning, land-use and other code information to developers, property owners, contractors and the general public; processes land-use applications and submissions and coordinates reviews in accordance with Town regulations, ordinances and codes while in the office, or on site, or by phone.
- Assists in the preparation of agendas, staff reports and other information to the Historic Preservation Board, Town Planning Commission, the Design Review Board, and the Board of Adjustments on various land-use issues and topics during scheduled meetings; also presents during Town Council meetings; participates in project review meetings with various town departments and developer representatives and identifies problem areas related to zoning and negotiates options for compliance.
- May assist to review and approve landscape plans for compliance with town landscape ordinance; monitors building setbacks, signage requirements, driveways, parking lots, dumpster utilization and placement and related site compliance concerns; may assist in code enforcement.
- Manages GIS and implements program for maintenance and future upgrades; operates computer to generate computerized maps; utilizes computer to conduct various research and solve planning problems; assists in maintaining effective software.
- Updates, revises, and drafts ordinances and resolutions relating to land use and growth management; revises or creates language which updates and/or clarifies interpretation and intent of the codes and ordinances.

- Conducts zoning review for business occupancies for proposed and existing business locations and structures; reviews and monitors locations and plan specifications for compliance with zoning regulations including, land use codes; authorizes the issuing of zoning permits; evaluates requests for variance and makes recommendations; makes recommendations affecting the award or denial for business licenses.
- Organizes neighborhood and/or public meetings and surveys that may be required for special programs, events or projects; provides consultation for developers, contractors and property owners and makes recommendations for methods for bringing plan specifications into compliance; provides general education to developers, contractors and property owners in the various zoning regulations explaining purpose and objectives of the code or ordinance
- May assist in the preparation, solicitation, review and administration of contracts for various services funded by the Town; researches and prepares grant proposals; monitors funds awarded from grants and completes grant administration requirements.
- Processes petitions and other information associated with annexations; performs as system administrator for tracking system modifications, trouble shooting and managing the progress of applications through the approval process; assures the timely review by staff and the timely presentation to commissions or boards as needed; follows established processes or expedites processes where possible.
- Attends and participates in professional functions, meetings and classes; researches and stays abreast of Federal, State and local laws, legislation, codes, regulations, environmental matters, and zoning and land-uses issues pertinent to planning;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience

Bachelor's degree in urban planning, public administration, or a closely related field plus one (1) year of experience performing above or related duties experience; OR an equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities

Some knowledge of principles and practices of urban planning, building construction, site development, zoning ordinances, urban design, historic preservation, environmental protection and architecture; economics, sociology and community organization as applied to urban planning models; relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; research and statistical methods typically used in the analysis and the evaluation of research data; land use, zoning, federal, state, and local laws; basic computer aided drafting methodology and related software; computer data base development.

Some skill in the art of diplomacy and cooperative problem solving.

Ability to supervise daily work programs; supervise the compilation, analysis and preparation of planning related professional reports; coordinate a variety of major projects and programs; plan and organize comprehensive research studies; prepare and present technical reports; assist in preparation and presentation of budget estimates; enforce regulations with fairness, tact, and impartiality; interpret codes accurately and effectively; operate personal computer and various software applications (word processing, spreadsheet, design, etc.); efficiently operate and maintain computer hardware and software, i.e. CAD, GIS, and related. Communicate effectively, verbally and in writing; operate standard keyboard and perform data entry activities; establish and maintain effective working relationships with employees, other agencies, and the public.

3. Special Qualifications

Must possess a valid Colorado State Driver's License. Must maintain membership in the American Planning Association. AICP certification is desirable. This position is subject to pre-employment drug testing and background check.

WORK ENVIRONMENT

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Occasional exposure to environmental hazards resulting from on-site project inspections. Mental application utilizes

memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

DISCLAIMER

The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.

Signature

Date